

DD/A Registry

File

04772-1

12 October 1978

MEMORANDUM FOR: Director of SIGINT Operations

FROM: Michael J. Malanick
Associate Deputy Director for Administration

SUBJECT: Recommendations from IG Report on OSO

REFERENCE: Your Memorandum dated 6 June 1978, Same Subject
(DDA 78-2311)

Barry:

1. With regard to the IG recommendations which pertain to the support activities in OSO, I am sure Jerry has advised you, he and I have been having discussions on the status of same. Jerry advises me that action has been taken on each of these recommendations and has satisfied me that we can consider the matter closed. I have asked Jerry to keep me posted and we will continue to meet on a regular basis, not only with regard to the implementation of these recommendations but of all support activities as well.

2. Please let me know if I can be of any further assistance.

/s/ Michael J. Malanick

Michael J. Malanick

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6 June 1978

TO : Associate Deputy Director for Administration
FROM : Barry Kelly
Director of SIGINT Operations
SUBJECT: Recommendations from IG Report on OSO

Mike,

As promised in our conversation last week, I send you herewith from the IG report on the Office of SIGINT Operations the several recommendations which pertain mostly to support/administrative functions. As you can see, there are a number of things on which we need help.

I look forward to hearing from you as soon as you have had a chance to look over the recommendations and think about the problem.



Barry Kelly

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Att. a/s

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Recommendations from IG Report
on Office of SIGINT Operations
Which Pertain to "Administration"

1. That the Director, OSO direct the co-location of all elements of the Administrative Staff.
2. That the Director, OSO define the jurisdictional responsibilities of the Chief, Administrative Staff.
3. That the Chief, Administrative Staff ensure that all members of his Staff have current Letters of Instruction.
4. That the Chief, Administrative Staff ensure that effective systems exist to ensure timely responses to personnel actions or other support matters.
5. That the Chief, Administrative Staff consolidate all travel processing activities in one unit.
12. That the Director, OSO direct the Chief, Administrative Staff to emphasize to all personnel the precise Agency regulations concerning the handling of classified materials in transit between various OSO facilities, and those prohibiting discussion of classified information on any Agency phones other than the secure lines.
13. That the Director, OSO direct the Chief, Administrative Staff to negotiate with the Office of Logistics a more frequent courier service between OSO facilities and Headquarters.
14. That the Director, OSO review all options available to remove OSO personnel from the [REDACTED] and locate them at Headquarters. 25X1A
15. That the OSO senior security officer review physical security practices at the [REDACTED] to ensure that minimum standards are being met. 25X1A
16. That the Director, OSO direct his Executive Officer to reexamine the relationships existent among these separate and non-coordinated security personnel assigned to OSC and to develop a coordinated security staff structure.

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SUBJECT: Recommendations from IG Report on OSO

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17. That the Director, OSO instruct his senior security officer to conduct an immediate full-scale inquiry into the security practices of [REDACTED], and the Registry and to recommend specific measures to insure that sound operational security policies are in place and are being enforced.
18. That the Director, OSO work with the Director, OD&E and the DDS&T to determine whether the large number of currently active clearances is necessary on DS&T projects involving OSO and if stricter criteria could be established for granting and maintaining clearances for such sensitive projects.
19. That the Director, OSO

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- a. instruct the senior OSO security officer to coordinate closely with all appropriate security components the on-site inspections of [REDACTED]

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- b. implement a vigorous program to improve security situations and working area conditions at [REDACTED]

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[REDACTED]

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